

## **INSTRUCTIONS TO RENEW YOUR LIQUOR LICENSE**

- 1) SUBMIT THE FOLLOWING:
  - a) **Original, signed Liquor License Renewal Application (green form).** Include your contact phone number and e-mail address to resolve outstanding issues.
  - b) **Payment.** Business check payable to "City and County of Honolulu." Payment by cash or VISA/MasterCard/Discover is accepted only at the HLC front counter during business hours.  
*A 2.35% non-refundable fee will be added to Credit/Debit Card payments.*
  - c) **Certificate of Insurance (COI).** \$1,000,000 Liquor Liability insurance coverage in effect July 1, 2018. *Not required for license classes: 1 (Manufacturer), 3 (Wholesaler), 7 (Vessel) and 9 (Tour/Cruise Vessel) and class 4 (Retail stores less than 2,500 sq. ft.).*
  - d) **Certificate of Good Standing (COGS).** Dated within 60 days of filing application. May be purchased online at: <http://cca.hawaii.gov/breg/>. *Not required for Sole Proprietor.*
  - e) **State of Hawaii DOTAX & IRS Federal Tax Clearances.** The FY19 Pre-Tax Clearance documents from DOTAX and IRS (mailed to you by DOTAX and IRS); OR a certified DOTAX Form A-6; OR a current IRS/DOTAX payment plan.  
  
**Hawaii Compliance Express (HCE)** Certificate of Vendor Compliance showing a "**Compliant**" status from the Hawaii Dept of Commerce & Consumer Affairs, the Hawaii Dept of Taxation, and the IRS may be submitted in lieu of the Certificate of Good Standing (item d) and the Pre-Tax Clearance forms (item e). To obtain an HCE Certificate, register in advance, online at: <https://vendors.ehawaii.gov/hce/splash/welcome.html> Expect a response within 2-3 weeks by email.
- 2) LICENSE WILL NOT BE ISSUED if there are discrepancies; missing payment(s) or document(s); unpaid fines, fees, or miscellaneous charges; and/or outstanding or unfiled Gross Liquor Sales (GLS) reports.
- 3) WHO IS AUTHORIZED TO SIGN:
  - a) Only corporate/club officers or directors, member(s)/manager(s) of a member-managed LLC, or general partners of a partnership on file with the HLC may sign.
  - b) "Notification of Authorized Agent" HLC Form LIQ-LIC-106 or a copy of a Power-of-Attorney (POA) required for anyone other than the above to sign. LLC members may file documentation to authenticate authorization to sign the liquor license renewal application.
- 4) CHANGES TO OWNERS/OFFICERS:
  - a) Addition or Deletion of Officers/Directors/25%+Stockholders/LLC-Member(s) or Manager(s) or Partner(s), **must be reported to the HLC within thirty (30) days of occurrence.**  
  
Go to the HLC forms website page <http://www.honolulu.gov/liq/formsdocuments.html> and scroll down to Checklist 017 "Change of Corporate or Club Officer/Director or LLC, Partnership or Unincorporated Association/Member/Manager/Partner".
- 5) TO UPDATE YOUR ADDRESS, PHONE NUMBER OR OTHER CONTACT INFORMATION:
  - a) Use HLC Form LIQ-LIC-134, titled "Request to Change Licensee Trade Name (DBA), Address or Other Contact Information."
- 6) IF YOU ARE NOT RENEWING your liquor license, return your renewal application (green form) by May 31, 2018, unsigned with an attached letter signed by an officer, member or authorized agent stating the license will not be renewed and include contact information. Licensee must still submit Gross Liquor Sales (GLS) Report for FY18 (for liquor sales made July 1, 2017 – June 30, 2018) due by July 31, 2018.
- 7) ALL HLC FORMS CAN BE FOUND ON OUR WEBSITE AT:  
<http://www.honolulu.gov/liq/formsdocuments.html>